

AMENDMENTS TO THE SPECIFICATION

Please add the following new subtitle and paragraph on a separate sheet, after the claims:

ABSTRACT

An apparatus for processing data for the administration of an organisation includes a data storage device storing element data representing details of workplace elements. At least one recordal device is configured to record activity data associated with the workplace elements by recording the element data during workplace activities associated with the workplace elements. At least one computer is operable on the data storage device, is connected to the, or each, recordal device, is programmed to write the activity data to the data storage device, to generate activity codes associated with the activity data and to write said activity codes to a database in the data storage device together with said activity data. The, or each computer is further programmed to retrieve the element data and the activity data from the database using said activity codes and to apply predetermined algorithms to the element and activity data to generate reports relating to workplace activities associated with the workplace elements.